

## SERVICES CONTRACT

**ITEM:** 9-S **Agency Contact:** Patricia Sylvester  
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**DEPARTMENT/PROGRAM:** Housing and Community Development (DHCD)  
Multifamily Housing

**CONTRACT ID:** S00B6200008;  
Non State Property Construction Management  
Contract for Third Party Multifamily Rental  
Housing Properties Funded by DHCD  
ADPICS NO. S00B6200008

**CONTRACT DESCRIPTION:** Contract for two firms to provide non State property  
construction management services for third party multifamily rental housing properties funded  
by DHCD on an as-needed basis (see Requesting Agency Remarks below).

**AWARDS:** ATI, Inc.  
Columbia, MD  
  
Clifton Company  
Hampstead, MD

**TERM:** 8/1/2006 - 7/31/2009 (W/2 one-year renewal  
options)

**AMOUNTS:** \$240,000 NTE (3 Years; Base Contract)  
\$ 80,000 NTE (1 Year; 1<sup>st</sup> Renewal Option)  
\$ 80,000 NTE (1 Year; 2<sup>nd</sup> Renewal Option)  
\$400,000 NTE Total (5 Years)

**PROCUREMENT METHOD:** Competitive Sealed Proposals

**BIDS OR PROPOSALS:** See Attachment

**MBE PARTICIPATION:** 25%

**FUND SOURCE:** 100% Spec.

**APPROP. CODE:** S005200

**INCUMBENTS:** Same

**REQUESTING AGENCY REMARKS:** A notice of the availability of the Request for Proposals (RFP) was advertised on *eMarylandMarketplace.com*, in the *Maryland Contract Weekly* and was posted on DHCD's web site. Copies of the solicitation notice were mailed directly to 39 prospective vendors, 35 of which were Maryland firms and 24 of which were MBEs. A copy was also sent to the Governor's Office of Minority Affairs.

Eight proposals were received for this contract. Only three of these proposals were determined to be reasonably susceptible of being selected for award (see Attachment). The proposals determined to be not reasonably susceptible of being selected for award were from offerors that either proposed key personnel that did not meet the minimum qualifications regarding prior experience of key personnel, or they did not include a technical proposal.

The RFP provided for multiple awards for these services (see below). Awards are recommended to the two offerors whose proposals were determined to be most advantageous to the State: ATI, Inc. ranked first both technically and financially and Clifton Company, LLC ranked second both technically and financially.

This contract is needed because DHCD's Multifamily Housing Program requires non State property construction management services. These include construction document reviews, construction cost reviews and field monitoring services during construction. The services provide an independent review of multifamily rental housing projects throughout the State which have been funded through the Department's programs. These services are required on as-needed basis to supplement the construction management services provided by DHCD personnel.

It is critical that more than one contractor be available to provide these services to ensure timely and thorough reviews of multiple ongoing projects that may be located in all parts of the State, as well as to deal with possible contractor conflicts of interest if and when they arise. As established in the RFP, DHCD will assign work to the two contractors as needed, with a preference to the contractor with the most advantageous offer.

The Not-to-exceed (NTE) contract *Award Amounts* above are based upon the offerors' fixed hourly rates times an estimated number of hours spent on a projected distribution of tasks. The actual amounts to be paid under these contracts may be less than the *Award Amounts* depending upon the actual number of hours spent completing tasks.

**RESIDENT BUSINESSES:** Yes (for both)

**MD TAX CLEARANCES:** 06-0903-0111 (ATI, Inc.)  
06-0910-0000 (Clifton Company, LLC)

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Board of Public Works Action - The above referenced Item was:

APPROVED	DISAPPROVED	DEFERRED	WITHDRAWN
WITH DISCUSSION		WITHOUT DISCUSSION	